

***Arlington School Committee Regular Meeting
Tuesday, December 2, 2014
5:30 PM***

*Policies & Procedures Subcommittee
School Committee Room, 6th Floor
Arlington High School
869 Massachusetts Avenue, Arlington, MA 02476*

Public Participation

Approval of Minutes from November 12, 2014

Review items that have had first read on 11/13/2014 & 11/20/14 : BEDB Agenda Format/Dissemination

Review of the following policies:

- *JF(School Admissions)*
- *GBGB(Staff Personal Security and Safety),*
- *EBCC(Bomb Threats),*
- *EBC(Emergency Plans),*
- *DJE(Bidding requirements),*
- *GCCD Domestic violence Leave*
- *JH Student Absences and Excuses*
- *JIC Student Conduct Feb 28, 2006*
- *JII Student Complaints & Grievances,*
- *JK Student Conduct October 2014*

New Business

Adjournment

Submitted by Judson Pierce, Policies and Procedures Chair

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts (listed in parenthesis) are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Arlington High School 869 Mass Avenue, 6th Floor Arlington, MA 02474

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room – November 12, 2014 –5:30 p.m.

Draft Minutes

In Attendance:

Subcommittee Members: Judson L. Pierce-Chair

Jeffrey Thielman

Paul Schlichtman

Administration: Kathleen Bodie, Superintendent

The meeting was called to order at 5:35pm.

Minutes from the 10/28/14 meeting were approved unanimously on a Motion by Mr. Thielman, seconded by Mr. Schlichtman.

The Subcommittee addressed revisions to File BEDB (Agenda Format) reviewing the suggested language submitted by Adam Kurowski, Systems Analyst / Director of GIS for the Town of Arlington. The Subcommittee felt that the draft Novus Agenda Agreement was more an internal procedures document than a Policy. Mr. Thielman pointed out that it is important that the public receive the documents that we receive so that they know what we're doing and discussing at our meetings. Query: can this be done mechanically, can the documents and submissions for each meeting be available online at exactly 6:30pm when the regular meetings commence. Mr. Thielman moved to suggest a few modest changes (first paragraph on page 1 replace "the Monday preceding.." to "two workdays no later than 4pm" and to discard under "items of business" the following: "and discussion, Secretary's Report, Unfinished business, change it to "report of subcommittees" and discard "New Business" and on page two eliminate the paragraph on Supplementary Materials and to add language that copies of materials will be made available at the start of the meetings)to our existing policy for first read at the next SC meeting. Mr. Schlichtman seconded and the Motion carried unanimously.

The Subcommittee recommended no change in File JEB (Entrance Age) as there must be a cut-off date. The history of this File was given by Mr. Thielman, Mr. Schlichtman and by Dr. Bodie. The date in Arlington was moved up from December gradually to where it is now by August 31.

The Subcommittee recommended no change in File BE (School Committee Meetings) and no change in File EBC (Emergency Plans).

A suggested MASC policy, File GCCD, on Domestic Violence Leave was put on hold until the next Subcommittee meeting.

The Subcommittee discussed File JF(School Admissions)-specifically when one comes in from out of state or from another town in MA. Ambiguity comes into play when the question is whether the child is capable of doing first grade work. Further some towns in MA particularly in the western part of the state have different entrance ages for K and 1st grade than we do. The subcommittee reviewed Lexington's policy on this and found it well done. Dr. Bodie will look into this further and get back to the Subcommittee.

File GBGB(Staff Personal Security and Safety), was recommended as needing no change. EBCC(Bomb Threats)-Mr. Pierce to get further guidance from APD Chief Fred Ryan.

Dr. Bodie indicated that she would speak with our CFO Diane Johnson about any changes to our existing bid policy in line with the Changes in the Bid Law (Chapter 30B) and she would get back to the Subcommittee by our next meeting.

Next meeting will occur on 12/2/14 at 5:30p.m.

Motion to adjourn by Mr. Thielman, seconded by Mr. Schlichtman, passed unanimously at 6:32pm.

AGENDA FORMAT/PREPARATION AND DISSEMINATION

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative secretary of the Committee for preparation and delivery to the members, notice to the press, and posting on bulletin boards of all schools. The agenda and supporting materials, as gathered by the Superintendent, shall be sent to Committee members two workdays preceding on the Monday preceding the School Committee meeting, no later than 4:00 p.m., except for emergencies. Any items received by the administrative secretary later than 4:00 p.m. two workdays preceding the School Committee meeting shall be held and heard the following meeting, except for emergencies.

In addition, the administrative secretary shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website and notification of the posting to be distributed through parent lists:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
 - Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included but not limited to items of business to be considered at each regular meeting: among the items of business to be considered at each regular meeting:

- Public participation ~~and discussion~~
- Consent Agenda
 - ~~Secretary's report~~
 - a. ~~Communications~~
 - b. ~~Approval of minutes (if removed from Consent Agenda)~~
 - ~~Unfinished business~~
- Superintendent's report
- Report of ~~special subcommittees, committees~~
- ~~New Business~~

The committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the chairperson of the committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. Citizens may submit such requests to the school committee chair through the committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

Arlington Public Schools

Supplementary Materials

~~Unless otherwise provided for in School Committee policy or unless the chair and Superintendent consider that an emergency (as defined by law) exists, all materials and information pertinent to the business of a meeting shall be delivered to the members, the Superintendent and the assistant Superintendents, no later than the tentative agenda, in the case of regular and planning meetings, or the final agenda, in all other cases.~~

~~Copies of materials pertinent to open session business shall be compiled by the secretary in one folder for perusal by spectators at each School Committee meeting and shall be given to the press in advance, whenever possible~~ Whenever possible the materials for the meeting will be made available online to the public at the start of the meeting.

Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the chair will read the following paragraph and the list of items included in the Consent Agenda:

"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "

CONTRACT REFERENCE:

AEA (Unit A & B)

CROSS REF:

BDDH, Public Participation at School Committee Meetings

Revised and approved:

~~October 13, 2014~~ November 20, 2014

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Town of Arlington, Massachusetts

Review of the following policies:

Summary:

- *JF(School Admissions)*
- *GBGB(Staff Personal Security and Safety),*
- *EBCC(Bomb Threats),*
- *EBC(Emergency Plans),*
- *DJE(Bidding requirements),*
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- *JK Student Conduct October 2014*

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Backup Material	JF School Admissions
<input type="checkbox"/> Backup Material	GBGB Staff Personal Security & Safety
<input type="checkbox"/> Backup Material	EBCC Bomb Threats
<input type="checkbox"/> Backup Material	EBC Emergency Plans
<input type="checkbox"/> Backup Material	DJE Bidding
<input type="checkbox"/> Backup Material	JH Student Absences
<input type="checkbox"/> Backup Material	JIC Student Conduct
<input type="checkbox"/> Backup Material	JK Student Discipline
<input type="checkbox"/> Backup Material	DJE Bidding MASC Oct 2014
<input type="checkbox"/> Backup Material	JIC Student discipline (new) Masc oct 2014
<input type="checkbox"/> Backup Material	JII Student Complaints MASC Oct 2014
<input type="checkbox"/> Backup Material	JK Student Conduct

SCHOOL ADMISSIONS

Children meeting the entrance age requirement who have never attended school shall be admitted by the Principals. Children entering the Arlington schools from other schools shall be admitted at whatever time in the year they qualify for and request admission. In general, transfer students will be placed at the grade levels to which they were assigned in their previous schools.

Registration of Kindergarten Children

Advance registration for prospective kindergarten students shall take place in April. Every student seeking admission to school for the first time must present proof of residency, a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee.

LEGAL REFS.: M.G.L. 15:1G, 76:1, 76:5, 76:16

CROSS REFS.: JEC, Entrance Age

Revised: February 6, 2006

STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Prior to employment in the school system, all employees will submit evidence of freedom from tuberculosis, as specified by state law. Prospective candidates who will be taking the written examination for a teaching position must also file with the Superintendent's office a record of having passed a physical examination taken not more than 90 days prior to the date of the written examination. Additional physical examinations will also be required of bus drivers and food handlers as law or state regulations require.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is needed to verify need for sick leave.

LEGAL REFS.: M.G.L. 71:54; 71:55B; 71:55C

CROSS REFS.: EB, Environmental and Safety Program
GCBD, Professional Staff Fringe Benefits
GDBD, Support Staff Fringe Benefits

BOMB THREATS

All bomb threats will be taken seriously, recorded on the Bomb Threat Form and immediately reported to 911.

The Principal or designee will instruct those who receive a bomb threat to record the exact statement made by the caller on the Bomb Threat Form. The terminology and expressions and whether male or female are of definite significance, as are any other clues which may be obtained. It is important to know the locale of the bomb, whether it is in the building or outside. Also, on those phones with caller ID, the calling number and name when available should be recorded.

REF.: Arlington Public Schools Emergency Protocols Manual

EMERGENCY PLANS

Advanced planning for emergencies and disasters is essential to provide for the safety of students and staff, it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting fire drills:

1. to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and
2. to give staff practice in carrying out their assigned responsibilities for building evacuation.

CROSS REF.: EBCD, Emergency Closings

EBCE, School Closings and Cancellations

REF.: Arlington Public Schools Emergency Protocols Manual

Revised and Approved by School Committee October 28, 2008

Arlington Public Schools

For P&P 12 2 2014 First Read

PURCHASING AUTHORITY

The Town Manager Act of Arlington states:

“The town manager shall purchase all supplies and materials and equipment, except educational supplies, and books for schools, and books for libraries. He shall make purchases for departments not under his supervision only in accordance with requisitions duly signed by the heads of such departments. The town manager may delegate such purchasing power. Except as otherwise herein provided, he shall award all contracts for all departments of the town.”

Purchasing of school supplies and materials shall be performed by the Chief Financial Officer in conformance with requirements of state and local regulations, and the procedures developed by the Superintendent or designee, and approved by the School Committee.

LEGAL REF.: M.G.L. 30B
Town Manager Act, Sec. 15(h)

CROSS REF.: DGA, Authorized Signatures
Other DJ subcodes (all relate to purchasing)

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee does recognize, that parent/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day to day school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parent/guardians will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

Absences due to observance of major religious holidays will not be included as absences for the purpose of attendance awards or recognition.

Students shall have five school days to make up or complete any classwork or homework assigned during a major religious holiday.

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

ATTENDANCE POLICIES AND PROCEDURES

One of the major aims of Arlington High School is to teach students to be responsible. We try to achieve this aim through many phases of our programs. Requiring students to be regular in attendance and to be punctual in reporting to classes are ways of developing responsibility and good habits. Attendance is and should be the responsibility of the students and the parent/guardians. Too much costly teacher and administrative time is spent on attendance related matters -- time that could be better served to improve the educational experience for those who really want it.

Attendance in educational settings is an important component of learning for youth. Good attendance benefits youth academically as well as socially. Group learning situations assist students to communicate, to work together, to gain perspectives, and to accept responsibility -- all important components of adulthood. Also, good attendance at work is expected and rewarded in the adult world.

A firm, fair, reasonable, and well-understood attendance policy is a must. Every student and parent/guardian should know exactly what the philosophy of Arlington High School is as it relates to attendance and what is required for earning credit for a course of study. The learning experience that takes place in the classroom environment is considered to be a meaningful and essential part of the educational structure. Time lost from class in terms of opportunity for interaction and exchange of ideas between teacher and student is cause for concern. Classroom attendance is considered to be an integral part of the student's course of study, and hence, an integral part of the teacher's evaluation of the student's grade for the course.

The following policy is in effect:

1. Students are expected to be present at Arlington High School on all days that school is in session. Massachusetts General Laws Chapter 76, Section 1 states: "Every child between maximum and minimum ages...attend school during the number of days required by the Board of Education. The Superintendent may excuse cases of necessary absences." Section 2 of the same Chapter stipulates "Every person in control of a child...shall cause him/her to attend as...required." These laws refer to the compulsory school attendance ages but clearly the intent of the law is to develop in all students the practice of regular school attendance.
2. Policy of Arlington Public Schools does not enumerate specific exceptions to the school attendance law. It is the feeling of the Arlington High School faculty and administration that, illness (verified by a physician if appropriate), family emergencies (crisis, unforeseen happening), and religious observations would qualify as acceptable reasons for absence. Family vacations in most cases would not.

3. Within the framework of points 1 and 2 above, students are expected to attend school on all days school is in session, and attend all classes on those days.

1 of 3

File: JH-E

4. Nothing in this policy should be interpreted to mean that students are "allowed" or "entitled" to miss school/class. Maximums are exactly that: maximum allowable absences in a given student's circumstances. Perfect attendance for all students, as unattainable as that goal may be in a practical sense, should be the goal for all students individually.
5. Classroom teachers/homeroom teachers are responsible for ascertaining a child's presence in school, recording each student's attendance on a daily basis and maintaining records of attendance should disputes as to a student's attendance arise.
6. A student absent more than 16% (one out of every six) of the classes in a marking period for any reason will receive a failing grade for that marking period. In the world of work, attendance that bad would result in most employees being fired. Seniors during fourth quarter will be limited to the same rate of absences, but which, of course, will be a smaller number.
7. A student who exceeds the limit will be withdrawn/failed from that course and assigned to a directed study for the remainder of the year, regardless of their class standing.
8. Extended absences for reason of illness or serious family problems may be excused by the House Deans if the proper documentation is established by the student as soon as the issue surfaces.
9. It is the responsibility of the student (and parent/guardians) to see that the proper documentation for all absences is provided to the House Dean in a timely fashion. Lacking such documentation, the classroom teacher will activate section(s) six (6), seven (7) of this policy either or both, whichever applies. There will be no long term retroactivity on previous absences.
10. Students may be excused from strict adherence of the "no more than 16%" per term rule as described in #6 for some special school-sponsored programs approved by the Principal. However, the intention of the grading/attendance policy is to limit the number of classes missed in a subject and it is the responsibility of the student to see that the combination of different circumstances (illness, cuts, approved school absences) does not

exceed seven. Generally, student absences will be approved if the school requires the students' presence elsewhere.

11. Because some students will be ill for extended periods or have special problems that would involve extenuating circumstances, a Review Board will be established to consider appeals. Students (and parent/guardians) may appeal to the Attendance Review Board if they are not satisfied with the House Dean's decision. A further appeal to the Principal or his/her designee can be made if the student (or parent/guardian) is not satisfied with the Review Board's decision. The Principal's decision will be final. The Review Board will consist of two teachers, two students, and an administrator. The teachers and students will be chosen from groups of each respectively who volunteer to serve in that capacity.

On a peripheral but related issue: The last five days of each marking period should be free of all field trip, assembly, or special program activities. Quarterly exams and review for them should take precedence over all activity during that period.

Arrival

Students must be in their homerooms by 8:00 AM. Students arriving after 8:00 must report to the House Dean, make out a TARDY SLIP and proceed to homeroom or class according to time of arrival.

STUDENT ABSENCES FOR OBSERVANCE OF MAJOR RELIGIOUS HOLIDAYS

A. General Provisions Relating to Religious Observances

For any and all days of religious observance, the following shall apply:

1. Students absences for this reason shall be excused and shall be disregarded for the purposes of determining perfect attendance.
2. Ample and flexible accommodations shall be made to assist students in making up class work. They should be given sufficient time to do so with the expectation that they will be neither studying on those days.

It is also expected that these and other religious observances will be taken into consideration in a sensitive matter when scheduling ancillary activities such as school photographs, after school and evening programs, etc.

B. Provisions Relating to Specified Religious Observances

On days of major religious observance where school is in session and it is expected that significant numbers of students will be absent the following shall apply:

1. For students, there shall be no tests, quizzes or other such examinations scheduled and no projects and other such assignments due. Where appropriate to the holiday observance, this shall apply to the following day as well.

The religious observances to which these provisions apply are as follows:

- Rosh Hashanah*
- Yom Kippur*

(* Note that these observances begin the preceding evening.)

Other similar days of religious observances may be added to this list as they are identified.

The dates of these observances shall be duly noted as an integral part of the school calendar, and reminders shall be issued to staff sufficiently in advance of these dates that the intent of the policy can be carried out.

The Superintendent shall take note of religious observances when significant numbers of students are absent and shall periodically review the above list of religious observances and report to the Committee together with any recommended changes to the list.

Adopted: July 2006

STUDENT CONDUCT

Good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:

1. Any student found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Any student who assaults a Principal, assistant Principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to School Committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parent/guardians.

School building administrators will not suspend a student, or recommend a student for suspension or expulsion, unless the student has engaged in one of the prohibited actions mentioned above while on school property or taking part in a school activity off school grounds.

LEGAL REF: M.G.L. 71:37H

CROSS REF: JK, Student Discipline

Revised: Febraury 28, 2006

STUDENT DISCIPLINE

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules, not inconsistent with the law nor in conflict with District policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

LEGAL REFS.: M.G.L. Chapter 71, S. 37H and 37L;
 M.G.L. Chapter 76, S. 16 and 17;
 Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S. 338.0
 also Mass. Dept. Of Education, Advisory Opinion on Student Discipline,
 January 27, 1994

CROSS REF: JIC, Student Conduct

Revised: February 28, 2006

BIDDING REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$35,000 will be based upon competitive bidding.

An effort will be made to procure multiple bids for all purchases in excess of \$35,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

SOURCE: MASC October 2014

LEGAL REF.: M.G.L. [7:22A](#); [7:22B](#); [30B](#)

CROSS REF.: [DJA](#), Purchasing Authority

NOTE: The cross reference is to a closely related policy in this manual.

NOTE: Town or city charters may contain related provisions. If so, appropriate citations should be added to the legal references.

In addition, all provisions of M.G.L. 30B shall be adhered to. Limits referenced in the law may be changed to create a more restrictive process but may not be changed to reduce the requirements.

STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing – Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC October 2014

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); 71:37H ¾; 76:17; 603 CMR 53.00

NOTE: The DESE regulations on student discipline, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H1/2. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Students--and their parents and/or guardians--who believe that a student has received unfair treatment may bring forward their grievance. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the School Committee if applicable.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

SOURCE: MASC October 2014

CROSS REF: JIC Student Discipline

STUDENT CONDUCT

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

SOURCE: MASC October 2014

LEGAL REFS: M.G.L. [71:37H](#); 71:37H ½; 71:37H ¾; 71:[37L](#); [76:16](#); 76:[17](#);
603 CMR 53.00